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INTERLIBRARY LOAN PILOT PROGRAM FOR NON-PUBLIC LIBRARIES

All California non-public libraries that are members of the Library of California are invited to participate in the Library of California's interlibrary loan pilot program.

What is the program?

The Library of California interlibrary loan pilot program reimburses California academic, school, and special libraries for loans of material to other Library of California member libraries, provided the lending library does not charge any handling fees for claimed transactions. However, during fiscal year 2001/02, all loans to California *public* libraries may be claimed, regardless of a public library's Library of California membership status.

What are the eligibility requirements?

To participate in the program, a non-public library must be a member (or a participating library of a member) of one of the seven Library of California regional networks and submit the ILL pilot program [Application](#) and [Participation Authorization/Notification](#) forms to the State Library. The library must not charge handling fees for any reported ILL transaction, and must submit a quarterly ILL Transaction Report/Claim to the State Library Budget Office in order to be reimbursed.

What is the reimbursement?

Libraries are reimbursed \$3.87 – the current rate approved by the State Department of Finance for fiscal year 2001/02 – for each interlibrary loan transaction; payments are quarterly. Due to budget reductions in 2001/02, reimbursements will be paid from two separate state funds. Reimbursements for loans to public libraries will be paid from California Library Services Act (CLSA)

funds, while reimbursements for loans to non-public libraries will be paid from Library of California funds. As a result, libraries participating in the program will receive two separate quarterly reimbursement checks if they claim reimbursement for loans to both public and non-public libraries.

In addition, since both the Library of California and CLSA budget allocations may not be sufficient to cover the full cost of all transactions for the expanded pilot program, reimbursements will be prorated. 5% of the payment will be withheld from each valid claim for a loan to a public library, so that quarterly reimbursements for these loans will be made at 95% of the approved reimbursement rate. For loans to non-public libraries, 30% of the payment will be withheld from each valid claim, so that quarterly reimbursements will be made at 70% of the reimbursement rate approved for these loans. When costs are known for the entire year, a fifth payment will be made to reimburse participants at a higher percentage, providing funds remain in the budget. This process duplicates the method used to prorate CLSA ILL reimbursements to public libraries.

How do I report interlibrary loan transactions?

Submit an [ILL Transaction Report/Claim](#) each quarter to the State Library Budget Office. The form should include all eligible interlibrary loan transactions to the four types of California libraries (public, academic, school, special) during the preceding quarter, and is due in the Budget Office **no later** than the 15th of the month following the reporting period. **Please remember that in order to be eligible for reimbursement, each reported ILL loan to a non-public library must be with another member (or participating library of a member) of one of the seven Library of California regional networks (a [list of members](#) is available on the Library of California Web site).**

You will need to fill in the following information for each report:

- 1) Library Name and Library Account Number. If you have never participated in a reimbursement or grant program through the State Library or if you do not know your Library Account Number, please call Sharon Croley in the State Library Budget Office at (916) 445-9846 or Sandy Habbestad in Library Development Services at (916) 653-7532. You will be assigned a Library Account Number which conforms to the numbering scheme in the state's accounting system.
- 2) Reporting Period - You should check off the quarter which is represented by the data that is being submitted, e.g., January-March data is the third quarter (reporting is on a July-June fiscal year basis).
- 3) Make sure the form is signed; this is your legal claim for ILL reimbursement. **Please remember that if you are charging a handling**

fee, you are not entitled to claim the transaction. Your signature acknowledges your understanding of this.

- 4) In the middle of the form you will notice three boxes under each category of loans. For those libraries who choose to track monthly data, there is one box for each month in the quarter. Libraries are only required to fill in the total quarterly data section on the far right. Monthly recording of data is a library option.

How do I begin participating?

Complete the [Application](#) and [Participation Authorization/Notification](#) forms, including the appropriate signatures. Make copies for your files, and mail the originals to:

Joyce Walker
California State Library
Library Development Services
P.O. Box 942837
Sacramento, CA 94237-0001

Each quarter submit an ILL Transaction Report/Claim by mail or fax to:

Budget Office
California State Library
P.O. Box 942837
Sacramento, CA 94237-0001

Fax: (916) 445-9285

There is no deadline for enrolling in the program.

A packet of the same ILL pilot program forms, instructions, and information that appear on the Library of California Web site may be requested directly from Joyce Walker at (916) 653-1441 or by sending an e-mail request to csllloc@library.ca.gov.

Questions?

Contact:

Tom Andersen
CLSA Program Coordinator
(916) 653-7391
tandersen@library.ca.gov

or
Sandy Habbestad
CLSA Program Analyst
(916) 653-7532
shabbestad@library.ca.gov